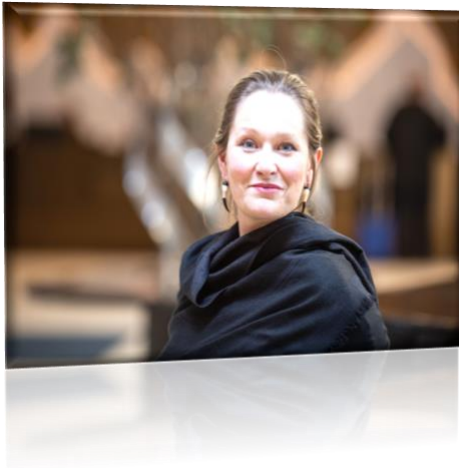


# Code of Conduct



# Message from the CEO



Dear Members,

Doing things right at MusicNL is important to us. We work hard every day to provide services that enhance the lives of our members and those working in the music sector.

We are clear about what we mean when we talk about doing things right. Not only does it mean that we provide fair services to all members, but it also means that every step we take in delivering these services is taken with ethics and integrity in mind.

Doing things right is not an option at MusicNL. Being a part of MusicNL means making a commitment to uphold our company values and following the code of conduct outlined in this document.

Thank you for upholding our values and helping us to be the best music industry association that we can be!

A handwritten signature in black ink that reads "Rhonda Tulk-Lane". The signature is written in a cursive, flowing style.

Rhonda Tulk-Lane  
CEO, MusicNL

## Code of Conduct

MusicNL is the music industry association for Newfoundland & Labrador. We are a for impact association that is dedicated to growing the music sector. This code of conduct applies to all members, directors, staff & volunteers, contractors, event guests, attendees, partners, sponsors and vendors. Anyone involved with MusicNL.

**Membership:** open to all individuals working in any facet of the music industry or those who support the music industry. Members can include musicians, artists, agents, managers, record companies, studios, media, venues, related corporations, and retailers.

**Commitment to professionalism:** MusicNL upholds the highest standards of professionalism in our conduct with each other & external parties. We are committed to fostering, supporting and maintaining a welcoming culture for those within and outside the music industry. Mutual respect among stakeholders is an important pillar in the commitment to professionalism, fairness, and understanding in one's interactions with music colleagues, and the broader public.

### **Our core values:**

1. Members. We care deeply about our members' needs and are always accessible to help
2. Responsible financial stewardship. We manage our financial resources wisely, executing our duties with integrity and ethical conduct
3. Diversity and inclusion. We are better together
4. Safe spaces. We are a haven for members and the entire music community
5. The power of music. Music supports our physical, mental & emotional health. We celebrate it

**What are the fundamental elements of this code of conduct?** Committed to providing and maintaining a professional music industry environment in which all persons involved are currently upstanding citizens in the court of law and are free from; theft, harassment, sexual harassment and discrimination, based on spoken language, race, ethnicity, religious beliefs, ability, sexual orientation, gender identity & expression and age.

### **Decision making and the code of conduct.**

When deciding, ask yourself the following:

- Is it legal?
- Does it comply with the code?
- Does it reflect MusicNL's values?
- Does it respect the rights of others?

If you are unsure about any of the answers, simply ask us.

**When does the code of conduct apply?** At all MusicNL organized events, including but not limited to award shows, festivals & conferences, partnership events, panels, meetings, speaker series and industry events.

**Where does the code of conduct apply?** In-person and online.

**What happens when a member contravenes the code of conduct?** the individual may be removed from the event and/or future events, if appropriate we may consider suspending or discontinuing the membership. MusicNL may also revoke grants and/or awards if it determines, in its sole discretion, the

actions of all recipients represent a significant departure from the Code of Conduct. The organization can also institute opportunities for the member in question to reconcile their actions.

**Harassment:** Treat everyone, members, business partners and stakeholders with dignity and respect at all times.

Any type of harassment, including physical, sexual, verbal or other, is prohibited and can result in disciplinary action up to, and including, termination of membership. Harassment can include actions, language, written words or objects that create an intimidating or hostile environment, such as:

- Yelling at or humiliating someone
- Physical violence or intimidation
- Unwanted sexual advances, invitations or comments
- Visual displays such as derogatory or sexually oriented pictures or gestures
- Physical conduct including assault or unwanted touching

**Bullying:** MusicNL is committed to ensuring that members work in a safe and respectful environment that is free of bullying. Bullying can include:

- Spreading malicious rumor or gossip
- Excluding or isolating someone socially
- Establishing impossible deliverables
- Withholding necessary information or purposefully giving the wrong information
- Intimidating someone
- Sending offensive jokes or emails
- Criticizing or belittling someone constantly
- Tampering with a person's personal belongings or work equipment

**Environment:** MusicNL is committed to operating in an environmentally responsible manner, from the provision of services to the operation of its offices and facilities, selection of suppliers and other business activities. MusicNL complies with all applicable environmental laws and regulations as well as self-directed commitments to sustainable practices and environmental protection.

**Reporting a violation:** Members who report a concern in good faith cannot be subjected to any adverse action including:

- Bullying and harassment, either in person or online
- Exclusionary behavior
- Any other behavior that singles out the person unfairly

Report concerns to MusicNL's CEO or report anonymously online: <https://musicnl.ca/incident-reports/>

**Confidentiality:** individuals are encouraged to identify themselves when bringing a Code of Conduct violation forward, so that the required follow up can be undertaken. We will do our best to protect the identity of the individual and maintain confidentiality to the fullest extent possible throughout any Code of Conduct process.

**Code of Conduct Acknowledgement:**

- You have read the entire code of conduct and understand your responsibilities related to it
- You agree to abide by its principles
- You agree to report to MusicNL any violations of the code
- You agree to cooperate in any investigations of violations of the code